

Arlington County, Virginia
BUILDING DEPARTMENT
HOUSE NUMBERS AND STREET NAMES

9/23/41
Mr. & Mrs. Geo. M. Saegmüller (David F.)

W. H. Dawson
5555 Street Little Falls Rd.
Block Sect.
on Saegmüller Prop.
Permit Number 14063-dwelling-br. w. c.b.
ng. Alterations, Etc. Permit Number #3234 Date 7/1/41
1000 gal. underground tank (oil stora
o-y



PRESENT: HARRY A. FELLOWS, Chairman
JOHN C. GALL,
FRED A. GOSNELL,
LYMAN M. KELLEY,
ELIZABETH B. MAGRUDER, Members of the Board
AND ALSO:
ROY S. BRADEN, County Manager and Clerk,
LAWRENCE W. DOUGLAS, Counsel,
H. B. FIELDS, Sheriff.

This being a Special Meeting, the minutes of the previous Meeting were read.

Mr. Fellows stated that the meeting had been called for the purpose of considering water extensions, which was a most important question. He then stated that the Board would be very glad to hear from anyone on this subject.

RE: WATER FOR ALEXANDER'S ISLAND:



ARLINGTON HISTORY TASK FORCE

FINAL REPORT • DECEMBER 2015

Executive Summary

Charge

The Arlington History Task Force is a working group of citizens appointed by former County Manager Barbara Donnellan to:

- Create a vision for how County Government and the community will ensure that Arlington's history is captured, digitally preserved, and shared online.
- Make recommendations to the County Manager on best practices in Arlington County for capturing, digitally preserving, and providing online access to Arlington's rich history.

After meeting since January 2015, this is our final report.

Findings

- Arlington County is committed to open government principles, including quick and easy access to County information.
- The Department of Technology Services (DTS) is the lead agency in preserving Arlington County's official government records.
 - The County currently has a huge backlog of millions of paper records that have not yet been indexed or digitized.
 - Compliance with retention requirements is implemented by each Department in a largely decentralized environment.
 - Most County departments lack skilled personnel for collecting, cataloging, and data entry.
 - Assorted County government records, such as those related to commissions and other publicly-sponsored citizens organizations, are stored in an over-crowded storage room in 2100 Clarendon Boulevard.
 - A significant collection of early County records were turned over to the State Library in Richmond, and are thus not readily accessible to local residents.
- The Center for Local History (CLH) managed by the Department of Libraries is the lead agency for the collection of local community records gathered from individuals, civic groups, and local businesses.
 - The CLH has outgrown its location in the Central Library.
 - The CLH and Woodmont archives are cramped with inadequate facilities for processing, cataloging, digitization, and storage.
- Today, many records generated by the Arlington County Government, as well as local citizens and organizations, are "born digital" in electronic forms, which present their own complexities in terms of capture and format preservation.
- There is little public awareness of the existence of the Community Archives.

Recommendations

The Arlington History Task Force encourages the cooperation and coordination of all local organizations, government, and community in recognizing the importance of preserving Arlington's past and making it available to future generations in our community and around the globe. The commitment of government leaders to prioritizing a historic preservation program is a critical first step.

1. Develop a long-term strategy to establish a unified digital archives to include county government and community materials with a common metadata cataloging scheme.
2. Allocate staffing/resources to support ongoing County operations for archiving (capture, classify, digitize, and preserve).
3. Invest in facilities and infrastructure dedicated to storing, preserving, and providing public access to digital and physical records.
4. Appoint a dedicated Records Coordinator in each County department.
5. Expand records preservation training and education program for County employees.
6. Collaborate with Arlington Public Schools to further integrate local history topics into the school curriculum and ensure preservation of historical school records.

Full Report

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Cover images courtesy of the Center for Local History, Arlington Public Library and Arlington County Government. Full size images are included and captioned within.

Arlington History Task Force Charter

Purpose

To make recommendations to the County Manager that define how Arlington County will capture, digitally preserve, and provide online access to Arlington history.

Background

Arlington County Government is committed to preserving the unique history of Arlington County for residents, scholars and future generations. At present the County has an established mission to archive the history of the Arlington community managed by the Department of Libraries, and an established duty to archive government records managed by the Department of Technology Services. As each Department faces the task of digitizing a backlog of records and archival materials, an opportunity has emerged to align and unite these efforts toward the establishment of a common “Arlington Archive”.

Efforts to preserve and share the history of the Arlington community are also supported by active local organizations including the Arlington Historical Society and the Black Heritage Museum of Arlington, as well as assorted other County departments and projects.

Given the investment of effort and resources necessary to digitize current and future historical collections and realize an “Arlington Archive”, it is important to closely examine the current landscape and create a vision for how Arlington County Government and the Arlington community can ensure its common history is captured, digitally preserved and shared online.

Tasks

- The Arlington History Advisory Task Force would convene after January 1, 2015 to:
- Evaluate the mission, scope and efforts of current county programs involved in the collection and preservation of historical records and materials
- Research the mission and efforts of related and complimentary community programs
- Research best practices for digital curation, preservation and stewardship
- Research public and private models for community history preservation and online access
- Gather community input

Outcomes

- Recommend a vision for capturing, digitally preserving and sharing Arlington history online
- Make specific recommendations for County programs that support that vision
- Identify opportunities, including public and private sector partners
- Provide interim reports on activities and progress
- At the conclusion of its work, present a final written report to the County Manager

Membership

The County Manager shall appoint staff to serve as co-chairs of the task force:

- Department of Libraries – Diane Kresh, Director
- Department of Technology Services – Jack Belcher, Director

The task force shall have a diverse membership to include community members, advocates, archivists, records managers, librarians, teachers, scholars and historians.

The task force will work closely with community stakeholder groups and associated county programs. Other County staff may also be asked, as needed, to provide expertise and to provide the staff support necessary for the task force's work.

Reporting

The Arlington Archives Task Force will provide interim and final written reports to the County Manager not later than June 30, 2015 and December 31, 2015. If the task force has recommendations that involve budget action, those recommendations should be made to the County Manager in a timely way for consideration during the budget process. The task force also may provide other written reports and updates to the County Manager as necessary.

Task Force Members

- Betty Belanus
- Bill Moore
- Carrie Johnson
- Cathy Hix
- Dave Schutz
- Dennis Whitehead
- Dr. Alfred Taylor, Jr.
- Eric Dobson
- Jackie Steven
- John Richardson
- Jon Kinney
- Jonathan Thomas
- Jordan Patty
- Kitty Clark Stevenson
- Lieu Nguyen
- Lloyd Wolf
- Lucy Leggiero
- Mark Benbow
- Mark Turnbull
- Sarah Holland
- Sandra Green
- Scott McGeary
- Sharon Monde
- Virginia Smith
- Winston Martinez

Task Force Co-Chairs

- Diane Kresh
- Jack Belcher

County Staff Liaisons

- Chad Doran
- Cynthia Liccese-Torres
- Katherine Glennon
- Mary Curtius
- Michelle Congdon
- Stacia Aho
- Wilfredo Calderon

Background

Just as our daily local news is often national in scope and interest, Arlington's history is deeply intertwined with America's story. From the early settlers of the land we now call Arlington, through the American Revolution, Civil War, the two world wars of the 20th century, and the tragic events of September 11, 2001 that struck Arlington directly, our local history has always been an important component of our nation's narrative.

The Center for Local History (CLH), housed in the Central Library, is the lead agency for the collection of local community records gathered from individuals, civic groups, and local businesses, under the banner of "Collecting, preserving, and sharing our community's history." Their efforts at preserving our local history are enhanced by community organizations, such as the Arlington Historical Society and the Black Heritage Museum of Arlington.

The Department of Technology Services (DTS) is the lead agency in preserving Arlington County's official government records. DTS has established policies for collecting and preserving millions of records at the departmental and program levels. The department faces the challenge of raising awareness within each government department to the importance of records preservation within a defined records management set of standards.

Arlington Public Schools (APS) have joined in this effort to preserve Arlington's historical records, in particular on behalf of Arlington students and scholastic programs emphasizing our rich local history. In the end, Arlington Public Schools, its staff, and students will be the greatest beneficiaries of an Arlington Archive. Local records are the bedrock of curricula teaching the larger lessons of history through the experiences in Arlington. Easy access to the records encourages students to actively utilize the archive as a critical resource in their educational track, from pre-K through high school. Artifacts and other display items leave their archival homes to visit school children, sparking interest in local history from the earliest ages. Carry this education forward into adulthood and you will find a person knowledgeable and enthusiastic about the place where they grew up. Investment in development of an Arlington Archive is an investment in the education of our young people emphasizing a strong sense of community in our shared history. The benefits from this investment will be realized for years to come.

2015 Survey: Preserving and Sharing Arlington's History

The Arlington History Task Force, in conjunction with the Center for Local History, launched a survey to gauge the knowledge of Arlington residents about the CLH, and in the interest of Arlington citizens in preserving and accessing their local history.

Throughout the report are excerpts from the hundreds of comments the survey generated from nearly 500 respondents.

Task Force Work

The appointment of the Arlington History Task Force was a first step in examining the needs of preserving the heritage and historical records of Arlington County. We have examined the records collections of the local government and the community collections maintained by the Center for Local History, headquartered in the Central Library, the Arlington Historical Society, and the Black Heritage Museum, to name just three of the local organizations. The Task Force sought the input of Arlington citizens through a survey conducted at the 2015 Arlington County Fair. Samples of citizen input are included in this report.

The work of the Task Force has already helped bring about positive change in Arlington's approach to records management. Our mid-term report pointed to the inefficiencies of storing over-flow records in the basement of the Woodmont Center. As of September, the records are now housed in an off-site facility protected by the latest in environmental and fire-suppression equipment. The cost of remote storage is minimal and now the Woodmont space is available for community use.

On September 15, 2015, acting County Manager Mark Schwartz issued Administrative Regulations on the subject of Records and Information Management to all county offices calling for coordination and cooperation of departments, "to ensure that permanent records are preserved and non-permanent records are disposed of in a timely and orderly manner." This calls for the establishment of staff training and program implementation, under guidelines of the Virginia Public Records Act (VPRA).

In five years, 2020, our community will celebrate a historical landmark – the centennial of Arlington's official renaming as Arlington County. The confluence of Arlington's centennial and the realization of full-bodied records preservation and public access will illuminate the progress of Arlington County over those one hundred years - from horse-drawn carts to leadership in the digital world.

This effort will not end in five years. No, this marks only the beginning of a records preservation and public access program. It will take the dedication of county leaders to encourage county employees and contractors to embrace the records management long-range goals. The County Board must consider the long-range commitment to records preservation, both for legal compliance and community good.

Initially, the Task Force divided into two sub-committees, one examining issues regarding community records and the other reviewing overall county records management. From these, we identified seven focus areas central

"I have often used the so-called 'Center for Local History at Central Library'. Unfortunately, the 'Center's' on-site collection is modest. The 'Center' stores most of its really good stuff in an off-site warehouse."

"Arlington County is rich in history; I think a greater effort should be made to provide it broadly to the public in spaces such as the libraries. Lecture and displays are effective to reach a good number of people. For the younger generation, social media and other computer resources are the best way to attract their interest."

to the planning and implementation of an effective historical records preservation and public access program:

- Capture: Acquisition and Organization of Records
- Digital Preparation and Preservation
- Records Access
- Facilities
- Staffing
- Equipment
- Community Outreach

Together, the combined efforts of public and private records preservation forms the backbone in the establishment of the Arlington Archive. Combining the resources of the Arlington community, government, and schools must be guided by a uniform records preservation and access policy that functions seamlessly for all end-users.



*Arlington District Health Center, 1938.
Courtesy of the Center for Local History, Arlington Public Library.*

This concerted endeavor to document, organize, digitize, and provide open access of county and community records over the coming five years provides Arlington County unique job training opportunities in technical and data entry skills, as well as the growing fields of data and records management. Employment opportunities and training could be available to local citizens interested in assisting with the digitization of the overwhelming backlog of existing records. Staffing can be supplemented by volunteers and student internships, but this assistance should not be regarded as a complete solution.

Community Survey

The Arlington History Task Force, in conjunction with the Center for Local History, launched a survey to gauge the knowledge of Arlington residents about the CLH, and in the interest of Arlington citizens in preserving and accessing their local history. The survey was launched on July 16, 2015 and was a centerpiece of the CLH booth at the Arlington County Fair. “Preserving and Sharing Arlington’s History” remained open for contribution through September 24, 2015.

The survey responses from nearly 500 community members, several of which are featured in this report. A summary of all responses is included as an attachment.

Arlington cares about its history. A sampling of local residents reflects a desire to preserve Arlington’s history for future generation. While there was a generally shared enthusiasm for making Arlington’s historical records easily accessible, sadly, there also was a lack of knowledge about the existence of the Center for Local History. This deficit speaks to the need for greater public outreach throughout the process.

“I do believe that Arlington history needs to be preserved and presented in a way that younger generations can easily see and learn about Arlington’s place in regional and national history...So little is readily presented for residents to see about the early years of the county when it was mostly farms on through the teens, 20’s, 30’s and 40’s. I think a dedicated space for learning about county history in visual and auditory presentation would be tremendous, coupled with a dedicated online site for such materials, stories, etc.”

- Anonymous Survey Response

Records

Arlington's history has been captured in every form across the media spectrum: paper, photographs, motion picture film and videotape, audio recordings, artifacts, and contemporary records that are "born digital." Within each of these media there are numerous sub-categories.

- Paper records vary from small slips of paper, to 8.5x11 and 8.5x14 sheets, signs of various sizes, large maps and plats, and oversized documents from Arlington's past.
- Photographs exist in their original film negative (35mm, 120, 4x5), slide transparency, physical print, or digital file.
- Motion picture film can be in its original negative or positive print, with sizes ranging from 35mm, to 16 and 8mm.
- Videotape, the youngest of the visual media, is found in even more formats - Betamax v. VHS, 3/4", one inch, digital videotape and "born digital" footage.
- Audio recordings are invaluable assets in telling the history of Arlington but they too vary in format. They include old vinyl recordings, reel-to-reel tape, cassette tapes, and digital recordings with their various formats.
- Artifacts are the three-dimensional objects of significance and interest in Arlington's story.
- Finally, "born digital" records represent the core of today's documentation. Where form filings, correspondence and so many other functions of daily life were written on paper, today they originate and remain in digital format.

This myriad of historical assets and their formats are found in the two general collections we examined: the official records of Arlington County and community records, particularly those in the Center for Local History.

Focus Areas

Capture: Acquisition and Organization of Records

Before records can be digitized and made accessible to the public, they must be identified and cataloged under a unified records management system. The Library of Virginia has guidelines in place for local governments to follow in cataloging records, along with a schedule for retention and disposition. Arlington County needs to establish its own unified metadata scheme that covers records outside of the LVA purview, along with the records of the Arlington Public Schools and the Center for Local History. Local community groups could also use this metadata scheme to organize and share their records among government and community resources.

Records need to be identified and assigned to appropriate record groups where they are cataloged in preparation for digitization or storage, where they will be accessible to users via a unified searchable index. Priorities for digitization must be established based upon the public's greatest needs for information. This does not hold true across all preservation items but choosing what is to be physically preserved and what may be destroyed is a delicate process. Digital files are not everlasting and can fail. Critical original documents must be preserved for the sake of the historical record, and electronic records backed-up.

Community records

Local private organizations, such as the Arlington Historical Society, Preservation Arlington, and the Black Heritage Museum of Arlington, provide valuable historic preservation expertise and advocacy and help disseminate materials and information about Arlington's past. Arlington's front line in the collection and preservation of general community records is the Center for Local History, an important part of the Arlington Central Library, as well as the community at large.

The Center for Local History (CLH) holds two collections:

Virginiana Collection

Located in the center's research room, the Virginiana Collection is a reference collection only. It consists of books, maps, genealogical resources, historical newspapers, vertical files, legislative information, oral history interviews, directories, as well as local, regional, and state documents. This is not an archival collection and the materials in it may not be retained indefinitely. Some materials in this collection may eventually be promoted to the Community Archives.

"Although I do support a rather modest county investment to gather, organize, and make available historical information, I do not support the much larger investment that would be required to display and/or publicize such information. In other words, I'd vote against public funding of murals, monuments, kiosks, etc. but FOR creating an organized, convenient repository of information."

Community Archives

This collection contains personal papers, over 200,000 photographs, and archival records of families, individuals, organizations, clubs, businesses and associations in Arlington County. These materials are retained indefinitely.

Collections in the community archive most commonly represent the second half of the 20th Century (1950 – forward) for two reasons: one, much of pre WWII Arlington was very rural and thus the community did not generate as much content, and two, because materials from the recent past are better preserved and more frequently available or offered for donation. (The CLH began collecting for the community archive in the early 1990s).

CLH staff actively pursue collections from local businesses, cultural organizations, and the estates of prominent community members. The CLH also partners with community and regional organizations to pursue collections from immigrant and minority populations. A volunteer is currently actively pursuing menus from local restaurants. Apart from these strategic efforts, the collection grows organically through voluntary donations, or donations pursued through staff networking efforts.

CLH overflow is housed on the second floor of the Woodmont center, occupying a small space that is staffed by one part-time archivist lacking the equipment necessary for the task at hand. The space is cramped by sheer volume of documents with inadequate equipment for cataloging and digitization.

Two examples of completed CLH preservation projects help illuminate the breadth and depth of the task:

“For far too long, Arlington has ignored its rich history, treated it like an unwanted pest. We should be more like Alexandria and Fairfax County and provide robust funding for organizations like the Arlington Historical Society. I know that previous leadership of that organization have repeatedly petitioned the County Board for such annual funding from the County budget, all to no avail. We need to wake up to the importance of protect-ing, preserving, and promoting our history, and put funds behind those needed efforts. We can't know where we are going if we don't know where we've been.”

- Tom Dickinson, Past President, Arlington Historical Society; Board of Directors Arlington Heritage Alliance.

Case Study: Sun Newspapers

The Sun newspaper was first published in 1935 and has had a number of different publishers over the years but remains the "paper of record" for Arlington County. A CLH project to digitization microfilm of Sun newspapers from 1935-1978 began in January 2015.

Project components:

- Discussions with publisher regarding rights to reach mutually satisfactory agreement regarding online access
- Preparing microfilm for digitization by outside vendor
- Transporting to and from vendor (vendor took several months to complete)
- Quality control by staff
- Data entry/description for each issue (had to be entered manually for 6000 plus issues)
- Making available and searchable to public on website (which includes web development for optimal search and display of collection)

Cost: \$5,287.83 for outside vendor services, in addition to 400-500 hours of staff time

Project Status: 75% complete

THE SUN

ACCURACY RELIABILITY SERVICE

"Although I may utterly disagree with every thing you say, I will defend with my life your right to say it"—Voltaire.

"Go to Market!"
With Sun Classified Ads
Oxford 0125

FRIDAY, AUGUST 5, 1938.

"Go to Market!"
With Sun Classified Ads
Oxford 0125

Vol. III, No. 35.

Arlington, Va.

East Falls Church, Va.

FIVE CENTS

WEEK by WEEK

When we were very much younger took part in an amateur dramatic performance and have never gotten over the thrill of hearing applause on the other side of the footlights. (As we did hear applause, too.) Since then we have never done anything further about it, but we always got a kick out of watching the productions of amateur groups, and many of which nowadays around here look anything but amateurish when they put on their shows. Between the acts we sit and remember the days when we played our parts, and usually we end up by thinking that we might be now if we had not something about it in the days gone by. Broadway and Hollywood generally creep into the dream pictures we aren't careful... it doesn't cost anything to dream. All of which is leading up to the fact that we went to see the Crossroads Theatre at Bailey's Crossroads the other night, which is what we were thinking about when we did that a good many of these so-called amateur play groups aren't so amateurish. We came away with our minds wagging over the style of how they put on, and if anyone stops on the street to talk about the critical situation we generally maintain to change the subject right

Board Disregards Proposal To Delay Row House Zoning

Will Act on Requests Aug. 13; Business Allowed On Lee Boulevard

New fire was added under the already simmering zoning question when the Arlington Board last Saturday ignored the action of the Zoning Appeals Board in delaying consideration of row house applications, and voted to take up for action a number of such requests when it meets August 13 without waiting for reports by the Zoning Board.

A motion to carry the row house applications over to September was lost 3-2, with George M. Yeatman, William P. Ames and W. A. E. McShen voting against Mrs. Elizabeth B. Magruder and P. Freeland Chase.

The action was taken in the face of provisions in the recently adopted Zoning Ordinance which call for a report of the Board of Zoning Appeals before action is taken by the County Board on a rezoning request.

Business on Boulevard

The County Board set another precedent when it voted 3-2 to rezone a piece of property on Lee Boulevard near Washington Blvd., belonging to Joseph D. McDermott, from residential "A" to local business. This is the first change of zoning from residential "A" that has been granted on

"Arlington," Song for County, Presented by T. G. Hoffman



Smith Re-nominated, Defeats Dodd by 3 to 1

Vote In District

Counties	Smith	Dodd
Arlington	2,649	1,518
Fairfax	2,156	741
Loudoun	1,620	492
Prince William	1,181	324
Frederick	1,557	262
Culpeper	1,082	210
Orange	811	230
Madison	450	73
Greene	90	43
Albemarle	868	267
Louisiana	885	237
Fluvanna	370	143
Stafford	315	150
King George	223	97
Alexandria	3,182	1,447
Charlottesville	733	298
Total	19,734	6,555

Vote In Arlington

Precinct	Smith	Dodd
Arlington	498	202
Ballston	352	246
Corn	422	114
Cherrydale	337	112
Clarendon No. 1	311	125
Clarendon No. 2	497	162
E. Falls Church	240	60
Glen Carlye	112	37
Lyons Park	302	137
Posseltown	225	124
Virginia Highlands	200	187

New Deal Candidate Loses Race in Closely Watched Fight

Howard Worth Smith was re-nominated to the House of Representatives from the Eighth Virginia District in the Democratic Primary Tuesday with a total of 19,734 votes to 6,555 for his opponent, William E. Dodd, Jr., who sought the nomination on the platform that "a vote for Dodd is a vote for Roosevelt."

Because the New Deal was practically the sole issue at stake, the primary contest attracted nationwide interest. And while Mr. Dodd's newness in Virginia politics undoubtedly handicapped him, the result of the election was interpreted as a refusal of Virginians to back the New Deal 100 per cent.

Mr. Smith carried every county and both cities in the district by majorities ranging from two to six to one.

Arlington gave Mr. Smith 3,660 votes to 1,518; Fairfax 2,157 to 741, and the city of Alexandria 3,182 to 1,447. Loudoun, Mr. Dodd's home county, gave him only 402 votes to 1,020 for Mr. Smith.

The majorities in Alexandria and Arlington for Representative Smith were something of a surprise, as both

Case Study: Beatty Scrapbooks

Mr. George Beatty who grew up in Arlington is the oldest active “Scout” living in the wider metro area, with over 70 years of scouting involvement. Mr. Beatty was also very active in the Arlington Volunteer Fire Department. Mr. Beatty's scrapbooks contain memorabilia and ephemera about the first Boy Scout troop/s in Arlington (that is very likely not available anywhere else) as well as his Fire Department and other civic activities. This collection includes extremely valuable historical material that needed to be preserved.

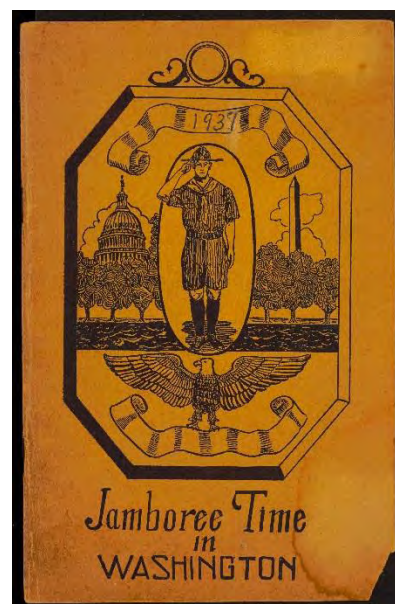
Scrapbooks are often difficult to digitize because:

- Can't always take out of binding without damage
- May contain inserts (e.g. booklets) that need to be scanned page by page within the larger page
- Photos need to be scanned individually even if all on the same page
- Often oversized and won't fit in regular scanner

All of the above made this project complex. There were 5 scrapbooks, and staff spent time evaluating digitization options. Ultimately 3 of the scrapbooks were scanned in house (30 hours of staff time), and 2 were be hand-delivered to a vendor specializing in archival material. In-house scanning equipment was not large enough to capture some of the material, and staff time involved would have been excessive.

Cost: \$2,790.88 for outside vendor services, in addition to 100 hours of staff time

Project Status: 90% Complete



Scout Memorabilia, 1937 Jamboree. Courtesy of the Center for Local History, Arlington Public Library.

Government records

There are, roughly, twenty-seven presiding entities in the Arlington County Government, including the public schools. The recent Administrative Regulations on Records and Information Management provides new impetus to the identification and organization of county government records. Best practices guidelines, FAQs, training videos, and other resources are already in place and available on the Arlington government intranet to staff. Collection compliance and classification is based upon the guidelines of the Library of Virginia (LVA), which does not necessarily address issues of significance to local jurisdictions. While LVA mandates collection of general governance records, the Arlington Archive will need to augment the record groups' categories with the records of local government history, such as local planning initiatives, public-private partnerships, and citizen commissions/committees, in order to preserve historically important local government records. Presently, compliance with the LVA requirements, outside of records of the Department of Technology Services (DTS) record-keeping systems, is implemented individually by each department in a decentralized environment. This should be streamlined and made consistent across all departments.

At present, DTS has a Chief Records Information Officer and Information Management Analyst on their team to develop policy and guidance for implementation, and provide direct support to departments, as needed. Likewise, the department is responsible for training Records Coordinators, who in turn are responsible for acting on that information. Their Records and Information Management Program is currently in the process of developing a training module for all staff to complete. The County Manager should provide direction to each department to ensure full cooperation in order to make a unified records management system a cohesive reality. This support at the highest levels of the Arlington County Government will make it known that records management and preservation is a top priority.

Regarding the records held by the LVA, they are some of Arlington's oldest and most historic records. As access to records held by the LVA is extremely limited, Arlington needs to make an effort toward imaging of these materials.

Thousands of architectural survey records, plus reports, photographs, and assorted documents related to the County's history and built environment, are stored in an over-crowded storage room in 2100 Clarendon Boulevard. The Arlington County Government currently has a huge backlog of millions of paper records that have not yet been indexed or digitized. A significant portion of these records contain historical value and will be publicly accessible, as well as preserved, with digitization. Each County department, including APS, has its own collection of historical records and treasures,

"A lot of Arlington's history, particularly of African Americans and their communities, has not been told. These communities are quickly disappearing and the people who know a lot of their history are dying or moving out of the County."

"I would love to have easier access to Arlington County history and historical documents. The fact is, that these days people expect to be able to find things online and are discouraged when they can't. Libraries are great but for people who are busy and like to do this type of research during hours that the library is not open, online access is ideal."

most of which have not been formally indexed, recorded, or shared either internally or externally. Most county departments possess either the imaging equipment or access to technology for digitization, but departments lack skilled personnel for collecting, cataloging, and data entry. In spite of the Administrative Regulations on Records and Information Management, DTS lacks the budget for such a significant expansion of the existing records preservation program. Likewise, while DTS has implemented a fully featured electronic records management system for storage of documents, it does not yet have systems in place for handling preservation of certain unique “born-digital” records, i.e. video, social media, and websites. The Arlington County Government web portal is not currently integrated with the Center for Local History, and, while functional, lacks the features of sophisticated online archives.

The records of the Arlington Public Schools (APS) are critical in telling the stories of the growth and development of Arlington’s public school system. APS records document important aspects of Arlington County’s history, both inside the school system and in their relationship with the Arlington community, and must become part of the general, unified Arlington Archive.

Vitally important to the success of the Arlington Archive will be the role of APS in communicating information about the Arlington Archive to students as an important resource in teaching present and future generations about our community, its history, and Arlington’s place in American history. Local history curriculum will need to be directly tied to the Arlington Archive, and its community and government collections. But first, these records need to be identified and cataloged in accordance with a unified set of standards.

Two examples of DTS preservation efforts help illuminate the breadth and depth of the task:

“Thank you for doing this, because Arlington is a unique and special place. Its history and preservation shouldn't go by the way side. Funding and assistance should be provided by Arlington County.”

“Arlington needs a proper archives with good storage space and a larger expert staff. The County should also do much better at preserving the record of its growth and achievements.”

Case Study: County Board Minutes

This collection contains official approved meeting minutes of the Arlington County Board. The Arlington County Board meeting minutes document discussions and decisions made during regular meetings, recessed meetings, and budget and tax rate hearings from 1932 – present. This project migrated meeting minutes to the portal containing the County online digital archives. Records are arranged chronologically by meeting date and retrievable through full-text search.

Project components:

- Met with County Clerk and Deputy Clerk to clearly define goals and to fully understand existing processes. This included discussions around current process for compiling and uploading County Board meeting minutes to existing system and current methods of retrieval.
- Cleanup of organization of documents prior to import to eliminate duplicates and to identify gaps.
- Designed and built new Digital Archive custom portal to expose documents to the general public. Portal has options to both browse and search documents.
- Identified and implemented additional full text indexing tool (Elasticsearch) needed to best index documents in the Digital Archive portal. Expanded Electronic Records Management system (ERMS) workflow to automatically send new documents through Elasticsearch for this additional indexing.
- Imported all existing minutes documents into ERMS totaling 2,250 documents and 50,000 pages.
- Conducted basic quality assurance to confirm all documents were indexed and processed for full text searching, both in ERMS and in Elastic Search for the Digital Archive portal.
- Tested all elements of search and retrieval to ensure proper system performance.
- Provided training to Clerk and Deputy Clerk on using ERMS, the Digital Archives portal and the custom query for search and retrieval.
- Provided documentation and training to Clerk and Deputy Clerk on process to import newly compiled minutes documents into the system.
- Provided support to additional users, as needed.

Cost: 600 staff hours

Project Status: Complete

At a Special Meeting of the County Board of Arlington County, Virginia, held at the Court House thereof, on Thursday, January 14th, 1932, at 7:00 o'clock P. M., for the purpose of discussing and considering water extensions in the County:

PRESENT: HARRY A. FELLOWS, Chairman
JOHN C. GALL,
FRED A. GOSNELL,
LYMAN M. KELLEY.
ELIZABETH B. MAGRUDER, Members of the Board,
AND ALSO:
ROY S. BRADEN, County Manager and Clerk,
LAWRENCE W. DOUGLAS, Counsel,
H. B. FIELDS, Sheriff.

This being a Special Meeting, the minutes of the previous Meeting were not read.

Mr. Fellows stated that the meeting had been called for the purpose of considering water extensions, which was a most important question. He then stated that the Board would be very glad to hear from anyone on this subject.

IN RE: WATER FOR ALEXANDER'S ISLAND:

Col. Fauntleroy, Vice-President of the Washington Airport, stated that their average use of water was 115,000 gallons per month. He stated that they were mainly interested in having water that was fit to drink, as the water they used at present, which was pumped from the Dulaney Property, was used only for commercial use and they purchased bottled water for drinking. He stated that the various plants located on Alexander's Island used approximately 6,000,000 gallons of water per year now and would undoubtedly increase this as another organization would probably erect an additional hangar on the Airport property and he thought Mr. Horning was expecting to build a new office building of thirty or forty offices. He stated that all of the various business men seemed much interested in the possibility of Getting County water and the Companies represented are as follows: Geo. D. Horning, Jas. E. Colliflower and

Case Study: Historical House Cards

The “House Cards” collection is an index to the County’s old building permit records. These paper cards were created in 1935 to record building permit information on properties throughout the County, including both new construction and alterations over time. Oftentimes the card included information about the builder, architect, early property owners, and date of construction, among other data. The cards originally were handwritten, then later typed. The cards were used through the 1980s when they were finally replaced by the County’s first attempt to manage building permit information electronically. Prior to 2001, the house cards had been scanned and saved to CDs and the original cards discarded. The historic permit data has only been available for use by staff in the Historic Preservation Program in CPHD and at the Center for Local History. In 2015, the Historic Preservation staff approached DTS about the opportunity to assist with making the data not only more user-friendly, but also more accessible.

Project components:

- Met with CPHD stakeholders to clearly define goals and to fully understand existing processes. This included discussions around current software used for retrieving House Cards.
- Extracted all files in native format and converted all documents to appropriate preservation format totaling approximately 80,000 single page images.
- Cleanup of organization of documents prior to import to eliminate duplicates and to identify any gaps in the data.
- Built enhancements to Digital Archive portal to accommodate the addition of a second collection.
- Conducted basic quality assurance to confirm all documents were indexed and processed for full text searching.
- Tested all elements of search and retrieval to ensure proper system performance.
- Provided training to stakeholders using ERMS, the Digital Archives portal and the custom query for search and retrieval.
- Provided guidance and suggestions for further Quality Assurance steps to improve data quality and ease research processes.

Cost: 450 staff hours

Project Status: Ongoing

Arlington County, Virginia
BUILDING DEPARTMENT
HOUSE NUMBERS AND STREET NAMES

9/23/41 194

Owner Mr. & Mrs. Geo. M. Saegmuller (David Freeman)

Occupant _____

Builder W. H. Dawson

House No. 5555 Street Little Falls Rd.

Lot _____ Block _____ Sect. (OVER)

Subdivision Saegmuller Prop.

Building Permit Number 14063-dwelling-br. & c.b.

Remodeling, Alterations, Etc. Permit Number #3934 Date 7/27/48
Install 1000 gal. underground tank (oil storage)

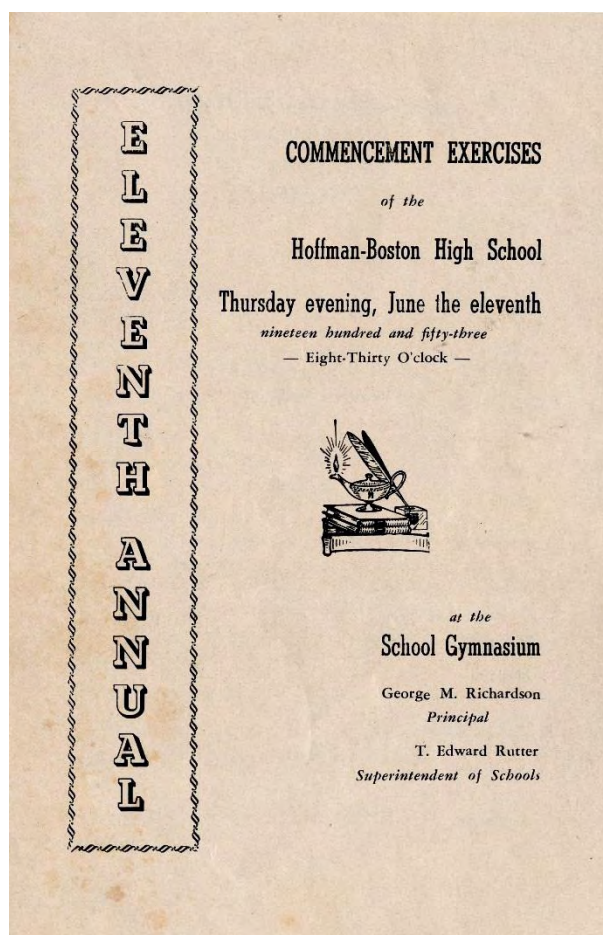
4-41-6500-Y

House Card. Courtesy Arlington County Government

Digital preparation and preservation

Today, many records generated by the Arlington County Government, as well as local citizens and organizations, are “born digital.” These are electronic forms, e-mail correspondence, meeting records, photographs, video, personal documents, and recorded oral histories. Also included are social media and web-centric collections documenting topics and actions in Arlington County. While media and formats vary, this effort to create an Arlington Archive will require innovative forward thinking in managing, preserving, and providing access to these “born digital” records.

But, the county and community records compiled over the past one hundred years and beyond are mostly in the form of paper records and artifacts. A system for digitizing these records for long-term preservation and access is at the center of the development of an Arlington Archive. This effort will require the dedication of budget and personnel, with direction on the importance of the program from leaders at all levels in our county government, schools, and local organizations.



HB commencement program: "Eleventh Annual Commencement Exercises of the Hoffman-Boston High School," 1953. Courtesy of the Center for Local History, Arlington Public Library.

Digitizing collection materials is an extremely human hands-on process, much more than the simple act of scanning an analog document into digital form. There is a series of steps, starting with the point when the materials are accepted into the preservation process, where data recording is critical to the viability and usability of the preserved file. A unified archive should be based upon a standard filing system in use across all components of the records preservation chain. The Arlington County Government already follows the guidelines set forth by the Library of Virginia for cataloging documents, as well as records retention schedules. This records indexing system must be common to all records preservation throughout the agency.

An extremely tactile part of the process is entering metadata for each item in the collection. Meta data is a set of words and phrases forming the searchable database of information about the item that will become a result in a search for archival items related to certain words and phrases. The standard metadata methodology in use by libraries and archives is the Dublin Core utilizing a vocabulary of searchable words and terms across the full spectrum of media.

Critically important to the ongoing success of an Arlington Archive will be the adopted digitization

and records management software standards and format. We need to make certain that records captured and recorded today using current technologies can be accessed by generations to come. Think MS-DOS, WordPerfect, and Betamax - the central operating system of the records program will have to stand the test of time.

Digitization decreases the wear-and-tear on collection materials, and the process can also help offset costs through the sale of digital reproduction for use in publications and multimedia productions. Digitization also, of course, makes it possible for collections to be put online for better access by county residents and users all over the world.

The following are the steps currently used in the capture-to-digitization-to public access process. Keep in mind that captured materials are paper documents (both letter and legal format), photographs, audio recordings, home movies, videos, large maps and other printed materials, such as campaign posters and announcements, as well as physical objects:

- a. Materials acceptance (the physical hand-off of materials for preservation)
- b. Storage of materials awaiting processing
- c. Organizing and processing materials (i.e., placing the materials into an organized order and format, in accordance with standard guidelines. This information is then entered into an appropriate finding aid category for reference.
- d. The processed materials are then physically stored in appropriate archival storage containers.
- e. Within each collection of materials, decisions must be made as to what portions of the collections, if not the whole, deserves digitization.
- f. Digitization by scanning, digital photography, conversion from film and tape to digital formats.
- g. Storage of the digital assets (some of the files, especially audio and video, can be massive).
- h. Metadata entry to each piece of the digital collection. This information is the critical key in online cataloging and access to the materials.

Digitization can be accomplished in a combination of public and private partnerships, as presented by the National Archives and Records Administration (NARA).

“(CLH) is one of the greatest cultural resources and assets in the County. It should be expanded and funded to do more, provide more services, make more (all!) of its collections available online and for checkout.”

“Most people work or go to school and are too busy to go there in person. It would be nice, but documents and photos need to be digitized to preserve them, so why not make all of them available on-line?”



*Implosion of County Courthouse, 2/23/97, (Debbie Ernst).
Courtesy of the Center for Local History, Arlington Public Library.*

“To date, digitization partnerships have delivered the vast majority of online content available through the catalog. NARA has shown that partnerships with private, public, non-profit, educational, and Government institutions to digitize and make available holdings can be a powerful model.”

A cost-benefit analysis of public and private digitization efforts of other community historical records preservation efforts will be most helpful in determining the optimal balance in the digitization of for the Arlington Archive.

NARA is also implementing a “crowdsourcing” digitization effort where researchers visiting NARA scan materials and provide the National Archives with copies, as well as accepting contributions from individuals interested in donating documents and images. NARA is looking to install scanning equipment for public use in their facilities where visitors can scan directly into the NARA database. For these situations, establishment of easy-to-understand standards of duplication and adding metadata will be critical.

Digitization standards must be established across both government and community records. There will be one set of metadata for historical community materials and for routine departmental materials. Government departments will need to establish archival workflows into their routines.

Records access

Access to archival materials from both the government and community records is accomplished online and by hand in a uniform approach throughout the process. Digitized records can be accessed via home and office computers, as well as public terminals in libraries, county offices, and in a dedicated Arlington Archive reading room, as with the CLH. A public reading room also will provide access to physical records not yet digitized. For this to be accomplished, a unified point of records access will need to be developed countywide. Both online and physical points of access will include an online ordering portal process for reproduction services. A fee schedule will be developed for reproduction services that will help offset costs.

Again, the importance of an enduring central operating system that maintains access across platforms, whatever they may be in the future, is essential to the success and efficiency of the archive.



*Aerial of Crystal Plaza, 1969.
Courtesy of the Center for Local History, Arlington Public Library.*

"Preserving this history is vital and should be a major goal of the county."

"In Arlington County Schools, I learned state and national history, but zero local history. Such a shame. As an adult I have sought out that local history for myself but found my search quite limited as I have moved and the number of digitized documents is very small. Digitizing Arlington County's local history makes it available to locals and those of us who are no longer quite so local."

Facilities

We regret that in spite of the task force outreach to the Community Facilities Working Group, they neglected to cite the need for facilities housing Arlington's historical collections, processing, and public access in their final report. That oversight should be corrected and the facilities for an Arlington Archive should be featured in a revised report.

The facilities needs for the Arlington Archive will serve various functions:

Storage

Materials awaiting processing or that have already been processed can be stored in affordable off-site and, quite probably, outside of Arlington. There will remain a need for a storage facility in Arlington for housing artifacts and frequently accessed materials, as well as materials awaiting immediate processing. Structures exist in Arlington that can be retrofitted to house county and community records storage, requiring relatively minor updates in environmental controls and fire suppression.

Processing

While individual offices can process records with appropriate catalog registrations, meta-tagging, and some reproduction, a facility dedicated to these tasks is ideal. Trained personnel with thorough knowledge of the catalog index and metadata, as well as with the scanning and duplication equipment, can both register and tag items, as well as supervise subordinate staff and volunteers. Such a facility will free up space in offices taken up by piles of records now and relieve department professionals from recording tasks. A processing facility offers tremendous opportunities for occupational training of Arlington citizens interested in records management career, especially those needing a step up from their current circumstances.

Public Access

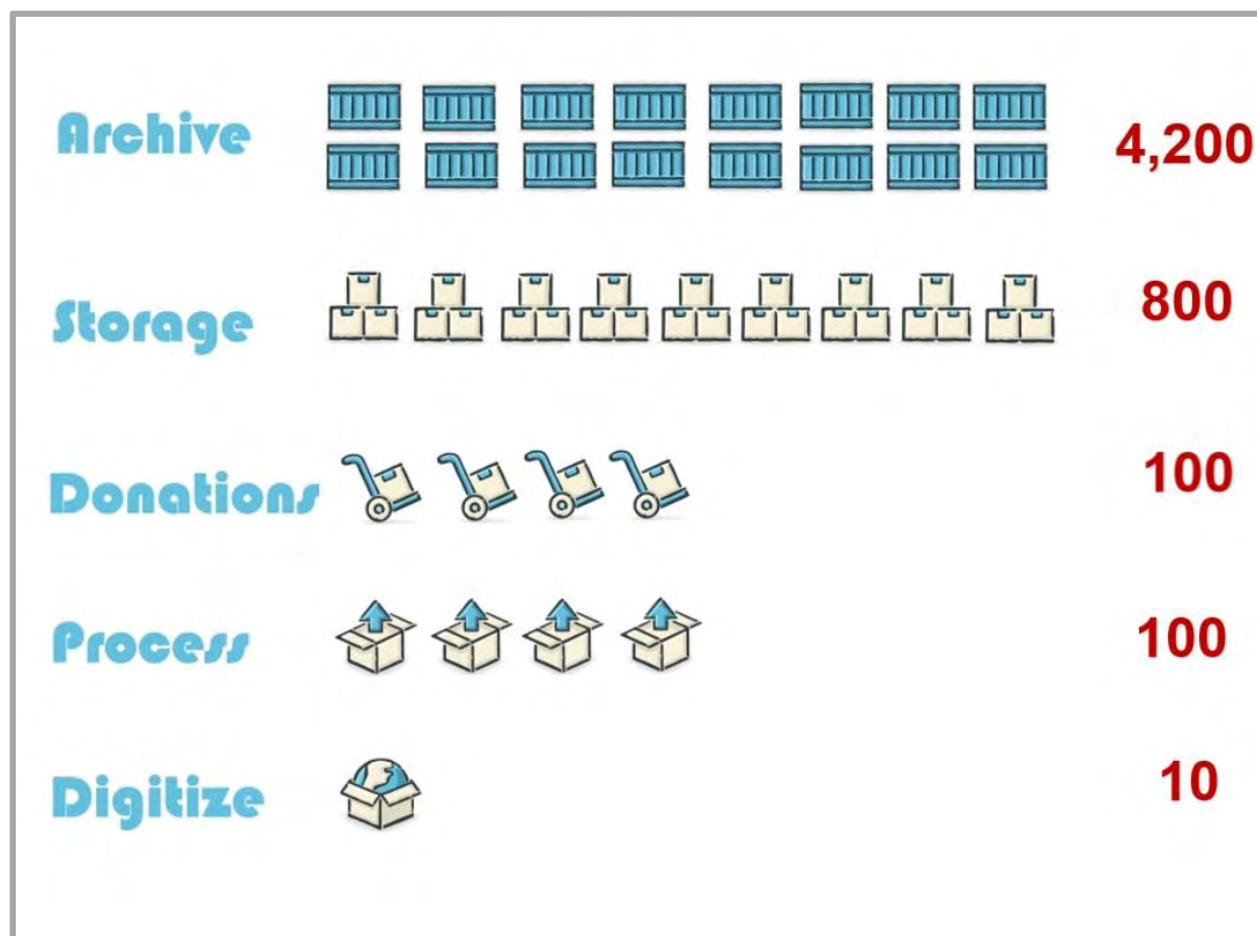
Development of a reading room where county staff and citizens can access both digital and physical records will be an essential part of the program. The current Center for Local History has outgrown its location in the Central Library and relocation to a facility dedicated to local history archival access, in close proximity to the on-site storage and processing facilities, will be an attractive and convenient location for research. Such a facility will permit easy access and use by large school groups studying Arlington's history.

Staffing

The success of the Arlington Archive will require a top-down commitment to the program at all levels of the government and community. Within the Arlington County Government, the County Manager and County Board must be committed to the Archive with long-range planning in budget and resources. The County Manager should provide clear direction to all county offices of the importance of this effort that

should begin as soon as possible, where the effort is not already underway, and personnel must be tasked with leadership within each office to the proper retention, cataloging, and disposition of all records. The commitment at the top level of the government and in each office is vital to the success of this program, starting with the training of Records Coordinators in each department. This commitment will likewise raise awareness in the community both in the importance of records preservation and in the organization of records. In this, coordination between the government's records management effort and community organizations will go a long way to streamlining the archival process.

Given the enormous backlog of documents, both governmental and community, in need of processing, staffing needs will be the greatest at the front end. The Arlington Archive will need dedicated full-time staff to handle and oversee the handling of materials in process. A force of trainees and line processors will be required for consistency in smooth operations. Teams of volunteers and interns will be most helpful but they cannot be regarded as a steady workforce.

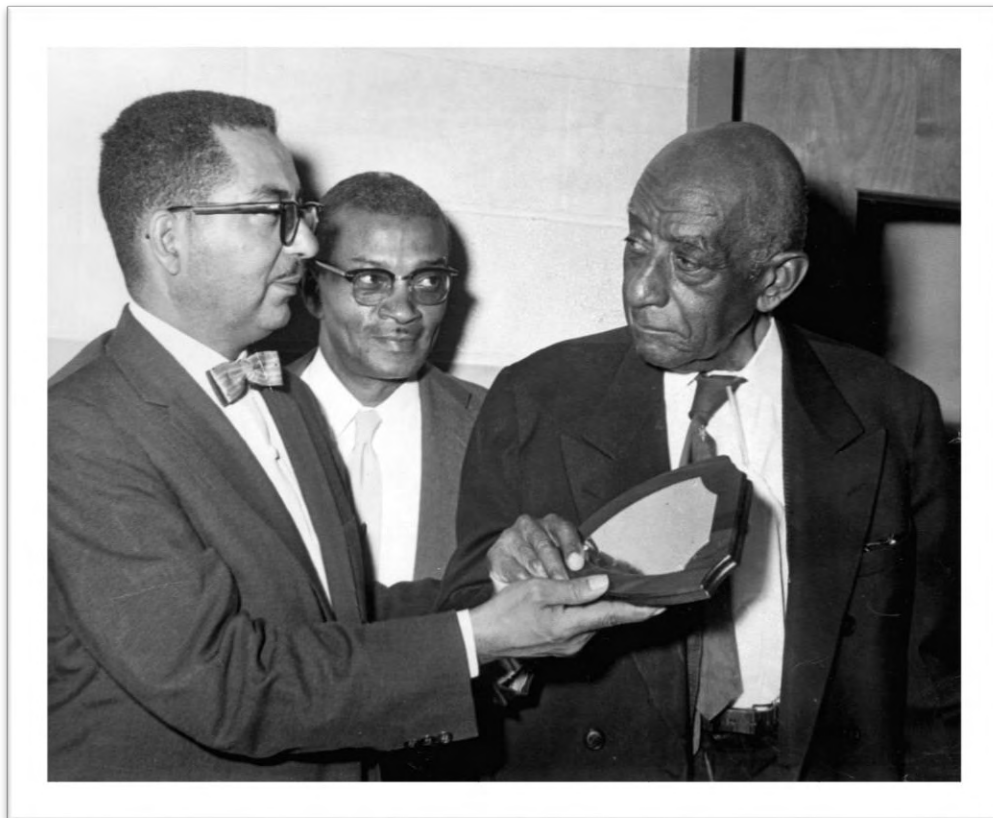


Status of the CLH, January 2015. From staff presentations. Key: 4,200 processed now in the Archives. 800 unprocessed boxes in storage. 100 boxes of donations received annually. 100 boxes processed annually. 10 boxes digitized annually. These are estimates.

Equipment

Equipment required in this effort covers everything from shelving to the environmental and fire suppression controls for the storage facility, to the equipment required for digitizing the full range of media. Scanners for flat objects, text, and photographic prints; slide and negative scanners for photographs; digital video recorders for motion picture film and videotape, as well as digital video duplication; audio digitization of various sound recordings; and photographic processes for duplicating physical artifacts. A portion of these services may more effectively be handled by outside contracting. Computer terminals and standard office equipment will be needed for both the processing facility and reading room. The need for digital storage in the form of servers will be significant that can be handled both off-site and on-site.

Training of personnel in the language of cataloging and meta-tagging, as well as the operation of the various equipment will be necessary.



Photographs of the Negro Recreation Section, 1948-1955, Two men presenting a third man with a plaque. Courtesy of the Center for Local History, Arlington Public Library

Community Outreach

Last and certainly not least is the ongoing community outreach required to make the Arlington Archive a success. A poll the Task Force conducted at the 2015 Arlington County Fair and made available online was but a first small step. All community organizations will need to know about the Arlington Archive and be invited to fully participate as contributors and users. Public awareness and participation will be critical to our archive's long term success. Relations between the archive and Arlington Public Schools will be particularly beneficial to young Arlingtonians and will deepen their sense of their community and its history. Increasing the presence of local history in schools' curriculum will strengthen the ties that bind younger people to our collective heritage. The lessons of local history -- everything from the changing appearances of neighborhoods and buildings over the decades, to the tensions in the early morning darkness as nine Confederate soldiers squared off against hundreds of Union troops at Arlington Mill, to the integration of our public schools --this is where our history comes to life!

The success of the Arlington Archive will require an ongoing public information campaign with outreach to individual citizens, schools, community organizations, business groups, churches, and civic organizations. Arlington citizens and businesses will first need to be introduced to the archival resources the county has to offer and how to easily they can be accessed. They also will be encouraged to contribute to the archive, following an established set of standards. Compliance with these guidelines will reduce staff time and facilities space, thus, saving money.

To support the public outreach, the Archive should develop a roster of volunteers with expertise in historical subject areas in a speakers' bureau for presentations to community and school groups. Along with sharing fascinating stories of Arlington's past, community groups will be encouraged to contribute to the Arlington Archive. Students will be introduced to the importance of Arlington's place in American history and encouraged to dig deeper into the archival collections to learn more.

In years to come, the Arlington Archive will be an important component of Arlington's Open Government effort, offering efficient access to the records of greatest interest to citizens and local businesses, serving as a hallmark to other communities.

Engendering partnerships with local businesses and institutions, their professional staffs and facilities, will go a long way to constantly improving the records management process and results. This can help reduce some of the costs of initiating the program.

"(CLH) yes, it was AMAZING. I discovered who the very first European who owned the land my house is on, was. FASCINATING!! The records are amazing, and the staff so helpful in orienting newcomers like me, to it."

"The various 'Arlington history' groups are confusing--I somehow had never gotten to the Central Library history room, until a group (Preservation Arlington?) offered a chance to see records for our individual houses, so I signed up, and the records were fascinating, as was the talk at the library, followed by tour of the Virginia room. Not sure why there are (at least) 2 Arlington history-oriented groups. What are their different roles/purposes?"

Arlington government and community groups should actively seek grants and other financial support for the archives effort. Sponsorships offer real potential for making the archive possible.

Saturday night
9:30 PM
Dearest mommie,
A good many
of our men were at Central
Park this evening. About
8:45 the Provost Guards
went thro' the place telling
all men going with the
first contingent to report
to Camp immediately.
I was the supper
guest of Joe Severo, Major
Severo's son. He said
that an order had gone

Edward G. Fenwick Letter, [undated /possibly August 1917].
Courtesy of the Center for Local History, Arlington Public Library.

Timeline

Implementing a countywide records and information management program will require short-term and long-term planning. This work will begin with the commitment of government leaders to the historic records preservation program and the assignment of staff to this specific duty. The appointment of a dedicated Records Coordinator in each county department will be an important first step once the commitment of management is established. Additional staffing will be required at the Center for Local History, in the Department of Technology Services, and in individual departments, particularly during the first five years of development.

All county employees need to be educated on the critical importance of records preservation.

A long-term IT strategy must be developed providing a forward-looking operating system, adequate storage capacities, and a communications bandwidth capable of handling both public and internal transfer of documents and materials. Within the IT strategy will be the establishment of a unified set of metadata for use across government and community records. Likewise, establishment of technical standards to be followed by each contributor to the Arlington Archive, public and private, will be critical to the workflow. These standards must be established with an eye to future innovations.

While records systems are being developed and implemented, and departments identify and catalog their holdings, development of facilities dedicated to housing, preserving, and providing public access to all digital and physical records must be underway. CLH and DTS currently lack adequate storage facilities, staffing, and equipment for the task we are presenting. The backlog of community and government materials awaiting cataloging is immense.

"The community archives is good. Historic maps and photo collections. Resources could be more accessible. Much of it requires a request and a wait to retrieve items from off-site, or viewing on microfilm. More online access to documents and/or a good online index system would be helpful."

"Think of all the famous people who have lived here and owned property! Who owned the land I live on? Who were the very earliest settlers here and what did they do? Rosslyn has some fabulous history. Why don't we hear anything about it? We need a new look at the county before what it has been is totally gone."

Conclusion

The mandate for the Arlington History Task Force asked that we not concentrate on hard budget numbers, but recognize this will require substantial resources. The experiences of the CLH and DTS provide some insight into the commitment to records management, but a budget study will be a worthwhile follow-up examination.

In the meantime, the Arlington History Task Force urges the County Manager and County Board to increase operating and capital funding for current archival and digitization operations.

We look forward to your questions and challenges. The Arlington History Task Force is an enthusiastic and committed group of citizens and county staff who share the vision of an innovative historical records preservation effort in our community.

The Task Force would like to recognize member Dennis Whitehead for authoring and editing the mid-term and final reports.

Attachments

Task Force Work-To-Date

Findings and Background

- Held 11 Task Force Meetings and sub-group meetings, including presentations by County Staff
- Toured the Woodmont Community Archives
- Toured the Woodmont County Storage Facility
- Toured records held by various County departments at 2100 Clarendon Blvd
- Toured the Center for Local History (CLH)
- Reviewed a records Case Study prepared by staff for the Arlington Mill Community Center
- Met with Acting County Manager Mark Schwartz on July 17

Digitization

- Reviewed current access to County and CLH records
- Created a template for evaluating notable local government archival websites
- Held staff presentations and conducted interviews to reveal current processes and workflows
- Reviewed 5 approaches adopted by NARA to accomplish and accelerate digitization of archival materials

Facilities and Resources

- Identified preliminary key enabling factors through discovery and discussion to include areas of facilities, staffing, IT infrastructure and funding, among others
- Issued invitation to engage the Community Facilities Study to consider the County's archival space needs and challenges as part of the planning process now underway

Capture and Collection

- Commissioned report from CLH on current collection policies and priorities
- Reviewed sample collection statements from other similar organizations
- Drafted and collaboratively edited Collection Statement for CLH

Community and Access

- Conducted community survey at the Arlington County Fair
- Presentation by Cathy Hix of Arlington Public Schools

Arlington Public Library Center for Local History

Collection Statement

The Center for Local History holds two collections:

Virginiana Collection

Located in the Center's research room, the Virginiana Collection is a reference collection only. It consists of books, maps, genealogical resources, historical newspapers, vertical files, legislative information, oral history interviews, directories, as well as local, regional, and state documents. This is not an archival collection and the materials in it may not be retained indefinitely. Some materials in this collection may eventually be promoted to the Community Archives.

Community Archives

Contains personal papers, over 200,000 photographs, and archival records of families, individuals, organizations, clubs, businesses and associations in Arlington County. These materials are retained indefinitely.

Collections in the community archive most commonly represent the second half of the 20th Century (1950 – forward) for two reasons: one, pre WWII Arlington was very rural and thus the community did not generate as much content, and two, because materials from the recent past are better preserved and more frequently available or offered for donation. (The CLH began collecting for the community archive in the early 1990s).

CLH staff actively pursue collections from local businesses, cultural organizations, and the estates of prominent community members. The CLH also partners with community and regional organizations to pursue collections from immigrant and minority populations. A volunteer is currently actively pursuing menus from local restaurants. Apart from these strategic efforts, the collection grows organically through voluntary donations, or donations pursued through staff networking efforts.

What is Collected

Business Collections - papers and business records from local businesses

County/Metro Area Documents - wide variety of topics, e.g. County Budgets, Traffic Impact Studies, Directory of Local Government Recycling Practices, etc. These are bound versions of publications in the public realm, not county staff records.

Cultural Organizations – Records and papers from organizations such as the Arlington Symphony, Signature Theatre, etc.

Family Papers - this could include personal papers representing generations of a single family, presented as one unified collection.

Organizational Papers from

- Civic Associations

- Community groups
- Civic Groups
- Clubs (Women's Groups, School Clubs)
- Churches
- Citizen organizations
- BIDS

Pamphlets and Ephemera - including flyers, posters, advertisements and menus and other materials typically circulated in the community

Personal Papers - This could include letters, bills, academic papers, and the contents of personal filing cabinets from prominent or longtime Arlingtonians

School Board Minutes - from the 1800s forward (we are the official repository for these)

School Records - donations from individuals and schools, including yearbooks

Oral Histories with:

- Long-time Arlingtonians
- Civic activists
- Government officials
- Business owners
- Ethnic groups (Little Saigon)
- To capture memories of events (transformative events, such as 9/11)
- Commemorating an anniversary (Jamestown)

Photographic Collections – both personal and professional, including prints, negatives, and slides.

Miscellaneous Subject Collections with significant Arlington impact

- Metropolitan Washington Airports
- Washington Metropolitan Area Transit Authority Collected Materials
- Interstate 66

What is Not Collected

Materials pertaining to other jurisdictions, with a few exceptions (such as papers from a regional club with a high percentage of members from Arlington)

No artifacts, unless they are small or integral to a specific collection (such as Signature theatre set design models). Artifacts are referred elsewhere, usually the Arlington Historical Society

We do not actively collect “new media,” as e.g. blogs, etc. There are technical issues involved as well as copyright, and we do not have enough staff to deal with these complicated issues at this time.

Government or County Staff records, except some miscellaneous holdings that were given over the years in absence of a County Records program

Some items included in a donation may be weeded when the Archivist processes the collection, such as trash, duplicate materials, or items deemed of no intrinsic or future value

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

All Responses sorted chronologically

As of September 24, 2015, 6:26 PM



As with any public comment process, participation in Open Arlington is voluntary. The responses in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

As of September 24, 2015, 6:26 PM, this forum had:

Attendees:	555
All Responses:	443
Hours of Public Comment:	22.2

This topic started on July 16, 2015, 11:35 AM.

This topic ended on September 24, 2015, 2:37 PM.

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

Responses

How do you prefer to learn about and access County history? Select all that apply.

		%	Count
Center for Local History at Central Library	<div></div>	55.8%	245
My neighborhood library	<div></div>	35.8%	157
My neighborhood civic association	<div></div>	24.6%	108
Local school	<div></div>	11.6%	51
Newspaper or blog	<div></div>	55.8%	245
The County's Historic Marker Program	<div></div>	42.4%	186
Lectures on historical and local informational topics	<div></div>	39.9%	175
Arlington Historical Society	<div></div>	47.4%	208
Arlington County Government website	<div></div>	41.9%	184
Arlington Public Access Television	<div></div>	15.5%	68
Other	<div></div>	19.4%	85

Have you used the Center for Local History at Central Library? If so, what do you like about the collection? If not, why not?

Answered	316
Skipped	127














- access arlington center central collection county did didn don
existed from good great had haven helpful historical history hours know
library like local maps more much need now research S so staff

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

t time too used very was who

Of the types of historic records listed below, which are of most interest to you? Select your top 5.











		%	Count
Historic photographs of buildings and locations around the county		94.3%	411
Historic photographs of Arlington people		50.7%	221
Historic documents		68.3%	298
County Board meetings		11.2%	49
Planning and Zoning hearings		5.7%	25
Planning and development around the county		27.8%	121
Planning and development around your neighborhood		26.8%	117
Your property; real estate records		43.3%	189
Tax assessments		11.7%	51
Arlington Public Schools		24.1%	105
Local business records		10.3%	45
Local newspaper archives		59.9%	261
Other		5.0%	22

What types of photographs of historic events and eras in Arlington are of greatest interest to you?











		%	Count
Civil War		62.8%	272
19th Century		63.0%	273

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

		%	Count
Early 20th Century		72.1%	312
Depression		55.0%	238
World War II		63.5%	275
The 1950's		58.4%	253
Immigration		27.3%	118
Metro transit development		36.0%	156
Smart Growth		19.6%	85
9/11		16.4%	71
Current events		16.4%	71
Other		6.7%	29

What types of documents from local organizations are of greatest interest to you?

		%	Count
Civic associations		71.1%	271
Civic groups		53.0%	202
Schools		49.3%	188
PTAs		8.1%	31
School Board		18.9%	72
Fraternal organizations		15.5%	59
Business organizations		34.6%	132
Churches, Synagogues, Mosques		37.0%	141
Youth sports organizations		11.5%	44
Scouting organizations		7.9%	30

Preserving and Sharing Arlington's History

Preserving and Sharing Arlington's History

To access community and government records, which method do you prefer?

		%	Count
In print		8.0%	35
Online and Print		92.0%	404

Would you use a facility dedicated to local records access with free-to-use computers dedicated to community and government records access?

		%	Count
Yes		43.3%	189
No		15.1%	66
Maybe		41.5%	181

Should capturing and sharing Arlington's history be a service provided by Arlington County Government?

		%	Count
Yes		88.5%	392
No		11.5%	51

Additional Comments/Suggestions

Answered	61
Skipped	382

- access arlington available been could county do
documents from funding government groups historical
history information its library like local more much online other out
people preserving provide records s so society such t they think



Staff Memo from Acting County Manager Mark Schwartz

Arlington County Government sent this bulletin at 11/16/2015 03:39 PM EST

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A memo from
Acting County Manager Mark Schwartz



To: All County Employees

Records management is essential to good government. When done correctly, it demonstrates an organization's commitment to transparency, accountability and community involvement. Even more, effective records management practices can save money, create new efficiencies and help to inform future decisions.

To comply with the [Virginia Public Records Act](#) and to maximize the benefits of a strategic, streamlined records management process, the County has a [new administrative regulation](#) now in place that will serve as a roadmap for our approach. The success of this effort will rely heavily on County leadership and staff to adopt and adhere to best practices and comply with records management requirements.

The transition will occur over time, with the overall goal of full County-wide implementation by 2020. A core team leading this effort will work with your department's designated liaisons to share information, host training sessions and implement new processes to make it easier for everyone. Communications will precede any changes to staff work practices.

I am confident that this regulation will help pave the way for us as an organization and enable us to reap the many benefits of effective records management. I appreciate your willingness to support this effort. More information about records management is available online on [AC Commons](#).

Thank you for your cooperation.

Subject/Topic: Records and Information Management
Topic Category: General
Department Lead: Department of Technology Services, Office of the CIO
Last Revised: New

Summary: This regulation communicates records management expectations to all departments as well as the County's objectives, from a records management perspective, to ensure effective management of ongoing operations, compliance with legal requirements and the development of a systematic records management system including that outlined in the Library of Virginia's (LVA) Records Management Manual. The balance of those objectives and the ongoing need to manage public records forms the basis for this policy.

Purpose: The County is committed to effectively managing its records, regardless of media type, by adhering to best practices and following a systematic and logical plan developed by the organizational units that maintain the records. The successful implementation and ongoing effectiveness of this policy is dependent upon the cooperation of each organizational unit, with the vision that constitutional offices follow this policy as well, to ensure that permanent records are preserved and nonpermanent records are disposed of in a timely and orderly manner consistent with the purposes stated above.

The policy will provide guidance for achieving the following objectives:

1. Establish procedures to train staff and to implement, consistent with this policy and records management principles, including the Virginia Freedom of Information Act and the records retention schedules established by the Library of Virginia through the Virginia Public Records Act (VPRA), which is set out at Code of Virginia § 42.1-76–§ 42.1-91, practices and procedures related to the creation, maintenance, and disposition of public records.
2. Comply with policy and other County or departmental directives concerning records management and preservation.
3. Develop and implement procedures, guidelines, systems and business practices that facilitate the creation, backup, preservation, filing, storage and disposition of records of all formats.
4. Create a network of personnel throughout the County trained to manage records of all types.
5. Promote transparency, knowledge sharing and informed decision-making throughout the County.
6. Reduce risks associated with unintended disclosure of sensitive information.

7. Protect essential and historical information about the County.
8. Maintain, secure or preserve documents determined by department directors to be important to County operational needs and mission based objectives.
9. Promote a standardized electronic records naming system throughout the County to aid in storage and retrieval of public records.

Scope: This policy applies to all County employees (including part-time and per diem) and authorized agents of the County.

Policy Detail:

1. Responsibilities

Records and Information Management (RIM) Program

The County will implement a sound records management program, using VPRA as its basic structure. An effective records management program will provide for orderly records retention and disposition, training employees in records management concepts and advising and disseminating records management procedures.

Designated Records Officer

The County will designate at least one (1) records officer to oversee the County's records management program. The designated records officer(s) will also serve as a liaison(s) to the LVA for the purposes of implementing and overseeing a records management program, coordinating legal requirements, and records disposition, including destruction of obsolete records.

The County will also identify the person(s) who will serve as records officer(s) by submitting the Records Officer Designation and Responsibilities Form (RM-25) to the Library of Virginia.

2. Designation of the Library of Virginia Liaison

The Chief Records Management Officer (CRMO) is designated by the County Manager to serve as the County's official liaison to the LVA in accordance with VPRA. The CRMO is responsible for the development, implementation and ongoing coordination of the records management program to meet statutory and regulatory requirements as well as County objectives.

Additional responsibilities of the CRMO under this policy include:

- Developing County RIM policies and developing plans for policy implementation;
- Ensuring that the County's RIM program, and its implementation, is consistent with department directors' needs and objectives;
- Formulating County RIM strategy to modernize business practices and transition from paper records to electronic records;
- Collaborating with Chief Information Security Officer, FOIA Officer, Privacy Officer, County Attorney and other staff on matters relating to RIM;
- Providing guidance on the use of automated tools, systems and technology to improve efficiency and ensure compliance with legal and regulatory requirements;
- Creating, conducting or coordinating records management training for County staff;
- Providing advice and guidance to RIM Coordinators on program requirements;
- Identifying metrics for the County's RIM program;
- Establishing policies to protect confidential or sensitive information;
- Conducting periodic RIM quality control reviews, compliance audits, risk assessments and surveys to measure the effectiveness of electronic systems and for general program improvement purposes;
- Establishing policies to ensure that essential, archival and/or permanent records are identified, properly maintained, protected and accessible over time;
- Developing a review process whereby the proposed disposition of records is reviewed by department directors prior to destruction.

3. Roles and Responsibilities

The heads of departments, divisions, and/or sections are responsible for ensuring that procedures and programs within their areas of responsibility meet the requirements of the County records management program relative to department needs and objectives, record identification, generation, control, maintenance, processing, storage and disposition.

- A. **Designation of RIM Coordinator/s.** Each department or constitutional office is required to identify at least one (1) RIM Coordinator. RIM Coordinators are knowledgeable about departmental records and associated technology, and are the primary contact in their department for questions related to the RIM program.
- B. **Responsibilities of RIM Coordinator/s.** RIM Coordinators are responsible for assisting in the design, implementation, and management of the County records management program within their respective departments and by serving as liaisons between their departments and the CRMO. Responsibilities of a RIM Coordinator include, but not necessarily limited to:
 - Ensuring staff awareness of RIM related County policies and procedures;
 - Executing all responsibilities and tasks related to the department's RIM procedures and practices, consistent with this policy;

- Modernizing RIM functions by managing the transition from paper records to electronic records;
- Participating in discussions regarding current or planned technologies used to store electronic records, and coordinating with the CRMO to ensure RIM requirements are addressed appropriately;
- Analyzing business processes and providing recommendations to improve workflow and create efficiencies by making use of automated tools, systems and technology;
- Attending training sessions and user group meetings, as required by the CRMO;
- Educating staff in RIM best practices and the application to current technologies;
- Ensuring that records are secured and preserved pursuant the Litigation Hold Memorandum issued by the County Attorney's Office (CAO);
- Coordinating the disposition of records with the Department Director and CRMO as provided in the applicable procedures;
- RIM Coordinators themselves do not have authority to authorize disposition of records and should consult with the CRMO when confronted with records retention schedules that are conflicting or inconsistent.

C. **Responsibilities of All Employees and Contractors.** All employees and contractors are required to be familiar with the Virginia Public Records Act, as well as the requirements of this policy. Employees are required to complete an online training module to ensure awareness of records and information management policies and procedures.

4. **Records and Information Management Procedures:**

Responsibilities of All Departments under the County Manager:

- A. Department Directors, in consultation with the CRMO and CMO and/or CAO as needed, are to develop and approve procedures addressing the management, retention, and disposition of records generated by their department. Procedures that are authorized by the Department Director must be memorialized in writing and submitted to the CRMO for approval, publication and centralized retention.
- B. Records are required to be retained for at least the length of time established in the [Library of Virginia Records Retention and Disposition Schedules](#), or for a longer period as needed for operational purposes. If County operations or needs necessitate retaining a record series for a time period longer than that set forth in the LVA retention schedules, Department Directors, after consultation with the CRMO and, as applicable, the County Manager or

County Attorney, are authorized to retain such record/s for a longer period of time. Records subject to a Litigation Hold (discussed below) are retained indefinitely until the Litigation Hold is formally released.

- C. Employees and contractors shall follow the requirements of this policy, guidance issued by the CRMO, and departmental procedures to ensure that records and information are created, maintained, protected and retrievable through the applicable retention period.
- D. Employees and contractors are not permitted to dispose of records without authorization from Department Directors (or senior management designee) and the CRMO (or authorized designee), as applicable.
- E. The CRMO will provide continued oversight regarding the appropriate and authorized disposition of records in the manner and to offer guidance regarding the applicable LVA retention series on a general or specific records retention and disposition schedule. A [Certificate of Records Destruction \(RM3 Form\)](#) must be completed by the RIM Coordinator and approved by the CRMO (or authorized designee) and Department Director (or senior management designee) upon disposal of a record/s.
- F. Employees and contractors shall transfer Permanent Records containing historical/archival value, as listed in the LVA Records Retention and Disposition Schedules, to a designated archival repository. Proactive efforts by the RIM coordinator are required to ensure that Permanent Records containing historical value are preserved and accessible on a long-term or permanent basis. This may include (but is not limited to) ensuring that the information is stored in the proper archival storage medium, format and location.

5. Litigation, Audits, and Investigations

Notwithstanding any other provision herein, document disposition shall be suspended for any County record that is, or may be relevant to, a pending or anticipated matter (i.e., litigation, dispute, claim, audit, agency charge, investigation, or enforcement action) and is the subject of a Litigation Hold memorandum.

- A. Litigation Holds are issued by the Office of the County Attorney (CAO) when CAO is advised of a claim, charge, pending investigation or the reasonable likelihood of litigation. When issued, a Litigation Hold requires a suspension of all document disposition or destruction, including those outlined by the LVA or by County policies,

and requires identified employees to gather and secure those records in the County's Litigation Hold System.

- B. Litigation Hold processes, procedures and obligations are outlined more fully in CAO and DTS communications that identified employees receive in any such actions.
- C. Additionally, County employees who become aware that a claim, dispute, action, investigation, or legal proceeding has commenced or is anticipated against their department or work unit, must promptly notify the manager of the affected organizational unit, as well as the County's Risk Manager and CAO to initiate the Litigation Hold process.
- D. Departments and identified employees are required to suspend document disposition or alteration and comply with the responsibilities and document retention requirements outlined in the Litigation Hold memo. Failure to do so can lead to disciplinary action, up to and including termination.
- E. Additional DTS and Department responsibilities include:
 - Ensure that electronic records are preserved pursuant to the Litigation Hold memorandum.
 - Track Litigation Holds initiated and compliance.
 - Remind Litigation Hold recipients, on a periodic basis, of their continuing obligations there under.
 - Provide technical assistance to employees regarding the Litigation Hold procedure and the County's Litigation Hold System.
 - Require compliance with the Litigation Hold obligations.
- F. All identified employees creating public records have a continuing duty to maintain an up-to-date Litigation Hold folder in the County's Litigation Hold System. A Litigation Hold remains in effect until the Department, DTS and identified employees are notified, in writing, by the County Attorney that the Litigation Hold is released. Guidance will be provided at that time as to the future disposition of the records secured by the Litigation Hold or changes to the County's Litigation Hold System.

6. Definitions

For purposes of this policy, the following definitions are provided:

Public Records

Public records are those that document the transaction of business by the County. Under the Virginia Freedom of Information Act, Public records means “all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.” (Code of Virginia § 2.2-3701).

The VPRA defines a public record as: “...information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.” (Code of Virginia § 42.1-77). Whether a document is a public record and/or available for dissemination to the public is determined on a case by case basis by authorized County staff only, after reviewing all applicable regulations and laws. Any future statutory changes to these definitions are incorporated herein by reference.

Confidential Records

County records that are deemed confidential are still considered to be public records even though they are not publicly available. Examples of confidential records can include, but are not limited to, those related to personnel files, grievances and generally those related to child or adult protective services cases, certain public safety operations and a County client medical care.

Litigation Hold Records

Records subject to a Litigation Hold is very broadly defined and includes, but not limited to, any written representation, whether handwritten or typed, electronic or paper, including letters, memos, notes, e-mails, and faxes; any written, graphic, or typed representation of thoughts or ideas, including, for example, letters, correspondence, memoranda, electronic mail or e-mail, notes, diaries, calendars, appointment books, and notes, transcripts, or minutes of meetings, conversations or telephone calls and related electronic information (also called metadata) and back up electronic media and relevant systems files. Further guidance on whether a document is a Litigation Hold Record is provided when a Litigation Hold is issued.

Permanent Record

A record is considered permanent when it has been determined to have “continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law.” (Code of Virginia § 42.1-77).

County Litigation Hold System.

This is the system, managed by DTS, and triggered by a Litigation Hold memo that secures and preserves records that may be relevant to a matter subject to a Litigation Hold.

Related Information:

[Virginia Public Records Act](#)

[Virginia Freedom of Information Act](#)

[Government Data Collection and Dissemination Practices Act](#)

[Virginia Freedom of Information Act \(Administrative Regulation\)](#)

[Electronic Communications and Internet Services Policy \(AR 2.10\)](#)

Authored by: Department of Technology Services

Approved:


Mark Schwartz, Acting County Manager

9/15/15

Date